

Step-by-Step Instructions

Trip Manager XE



Trip Manager is customized to your company's travel policy. Please contact the Trip Manager Administrator for questions regarding Trip Manager at:

Debbie Caldwell
dcaldwell@cittravel.com, or 461-0022

or

Keona Boothe
kboothe@jlab.org, or ext. 7192

Access - Click on your Internet browser. In the address box type in: www.tripmanager.com/xs

Step One - Sign-In Screen - In order to access Trip Manager, please complete the following items:

- Company = **JLAB** (*this is not case sensitive*)
- Member ID = **TM Member ID (first initial of first name + last name, [ex. kboothe])**
- Password = *your personal password (see notes below for First time users)*
- Click on [Log In](#)

Trip Manager XE



- [Travel Information](#)
- [Customer Testimonials](#)
- [My Trip & More](#)

Welcome to Worldspan Trip Manager® XE!

Company:

Member ID:

Password: [Lost Password](#)

[Clear Selections](#) [Login](#) [Secure Login](#)

Worldspan Trip Manager® XE runs best with [Microsoft Internet Explorer](#).
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[Privacy](#)
Version: 3.3.0.6
System: 161

worldspan

PLEASE NOTE: First Time Users - Make sure you **DO NOT** enter a password the first time you utilize the system, if you leave it blank, you will be prompted to create a password.

Reset Password

Password can be any combination of 1-35 letters and/or numbers.

Enter New Password:

Re-Enter New Password:

[Submit](#)

This will be your password until you change it. (If you forget or lost your password click [Lost Password](#) on the main login screen, or contact your Trip Manager Administrator to have it reset to blank and then start again as a First Time User.)

Step Two – Daily Briefing. The Daily Briefing page will appear. After that, the briefing can be found by clicking [Daily Briefing](#) on the top submenu under [Flights](#).

Trip Manager XE Step-by-Step Instructions (continued)

The screenshot shows the 'Daily Briefing' page in the Trip Manager XE system. At the top is a navigation bar with tabs for Flights, Cars, Hotels, Profile, Administration, and Help. Below this is a breadcrumb trail: Select a Traveler | Trip Templates | One Time Traveler | Destinations | Travel Information | Daily Briefing. The page title is 'Trip Manager XE' and the user is logged in as 'Welcome Daffy Duck' with a 'Log Off' link. On the left, there is a sidebar with a 'View Itineraries' section containing a link 'View all Itineraries...'. The main content area has a green header 'Daily Briefing' followed by a 'Confidentiality Notice' stating that all information is confidential. Below this is a 'Welcome to Trip Manager!' message and a statement that the Daily Briefing Page is a customized screen. At the bottom right, there is a 'Start a New Trip' button.

Step Three - Book a Flight. Complete the basic Departure and Arrival cities, dates and times of travel. Leave Priced Itineraries as the search default. Click [Search for Flights](#).

Travel Arrangers: click [Select a Traveler](#), highlight the traveler's name and click [Select](#).

Note: If a traveler's name is not listed, the traveler will have to add the Travel Arranger's Trip Manager Member ID to his/her personal settings by clicking [Profile, Notification](#). Add the arranger's Member ID and click [Submit](#). Traveler Profile updates must be done through the traveler login.

The screenshot shows the 'Book a Flight' page in the Trip Manager XE system. The page has a green header 'Book a Flight' and a navigation bar with tabs for Flights, Cars, Hotels, Profile, Administration, and Help. Below this is a breadcrumb trail: Select a Traveler | Trip Templates | One Time Traveler | Destinations | Travel Information | Daily Briefing. The page title is 'Trip Manager XE' and the user is logged in as 'Welcome Daffy Duck' with a 'Log Off' link. On the left, there is a sidebar with a 'Preferences for This Trip' section containing links for 'Airline Search', 'Flight Search', 'Time Window Search', and 'More Preferences'. The main content area has a green header 'Book a Flight' followed by a 'Round Trip' radio button selected. Below this are fields for 'Departure City' (msp), 'Arrival City' (atl), 'Departure Date' (8/8/2005), and 'Return Date' (8/8/2005). There are also 'Time' dropdown menus for both departure and return. A 'Search For Flights' button is at the bottom right. A calendar for August 2005 is displayed, showing the dates 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. A 'Today: Mar 25, 2005' message is at the bottom of the calendar. A 'Clear Selections' link is also present.

Airline Search Options:

Flight Search Options:

Time Window Search Options:

More Preferences offers additional search options.

Link to City Names and Airport Codes. If Airport is unknown, enter city name, without state, to find default airport.

Multiple airport comparisons can be done in several cities:

<u>City</u>	<u>Multi-Airport Search Code</u>	<u>Airports Searched</u>
Chicago, IL	CHI	Midway (MDW) O'Hare (ORD)
New York, NY	NYC	Kennedy (JFK) La Guardia (LGA) Newark, NJ (EWR)
Washington DC	WAS	Baltimore (BWI) Dulles (IAD) Reagan National (DCA)

Entering a city name without a state will create a list of cities and airports to choose from.

Chicago entered:

CHICAGO

Chicago, IL (CHI) Chicago - All Airports
Chicago, IL (MDW) Chicago Midway Airport
Chicago, IL (ORD) Chicago O'Hare Int'l Airport

Please select a city or airport.

Greenville entered:

GREENVILLE

Greenville, MS (GLH) Greenville Airport
Greenville, NC (PGV) Greenville Pitt-Greenville Airport
Greenville-Spartanburg, SC (GSP) Greenville Spartanburg Airport

Please select a city or airport.

Step Four Flight Search Results. Clicking [Search for Flights](#) benchmarks company contract airfare options with the lowest price flights available. Trip Manager will search for itinerary options within the Time Window of the times requested. Changing the time(s) or Time Window may change the search results.

Modify Air search options.

A Indicates itinerary was created from Individual Flights feature.

C Indicates a contracted discount.

P Indicates a company preferred option.

The screenshot shows the 'Flight Search Results' page. On the left is a 'Modify Search' sidebar with fields for 'From' (MSP), 'To' (ATL), 'Depart Date & Time' (8/8/2005 9:00 AM), and 'Return Date & Time' (8/10/2005 3:00 PM). It also has radio buttons for 'Priced Itineraries' and 'Individual Flights', and 'Clear' and 'Search' buttons. The main area displays flight results under the heading 'Flight Search Results'. At the top, there are 'Sort by' options: 'Original Display' (selected), 'Departure Time', 'Arrival Time', and 'Stops'. Below this is a table of flight results. The first result is a Delta flight 1090 for USD 284.48, departing Monday, August 08 at 7:45 AM from Minneapolis, MN (MSP) to Atlanta, GA (ATL) at 11:25 AM. It has 0 stops, Coach/Economy cabin, and no meal. The second result is a Delta flight 4835 for USD 284.48, departing Wednesday, August 10 at 1:49 PM from Atlanta, GA (ATL) to Minneapolis, MN (MSP) at 3:25 PM. It also has 0 stops, Coach/Economy cabin, and no meal. The third result is a Northwest Airlines flight 1426 for USD 261.59, departing Monday, August 08 at 10:15 AM from Minneapolis, MN (MSP) to Atlanta, GA (ATL) at 1:38 PM. It has 0 stops, Coach/Economy - L cabin, and no meal. The fourth result is a Northwest Airlines flight 1423 for USD 261.59, departing Wednesday, August 10 at 2:30 PM from Atlanta, GA (ATL) to Minneapolis, MN (MSP) at 4:11 PM. It has 0 stops, Coach/Economy - L cabin, and no meal. The fifth result is a Northwest Airlines flight 1428 for USD 261.59, departing Monday, August 08 at 7:00 AM from Minneapolis, MN (MSP) to Atlanta, GA (ATL) at 10:39 AM. It has 0 stops, Coach/Economy - L cabin, and no meal. The sixth result is a Northwest Airlines flight 1423 for USD 261.59, departing Wednesday, August 10 at 2:30 PM from Atlanta, GA (ATL) to Minneapolis, MN (MSP) at 4:11 PM. It has 0 stops, Coach/Economy - L cabin, and no meal. Annotations include: 'Sort flight options.' pointing to the 'Sort by' dropdown; 'Individual Flights' pointing to the 'Individual Flights' radio button; 'Create additional flight options Individual Flights.' pointing to the 'Individual Flights' radio button; 'Verify rules that apply to the price listed.' pointing to the 'View Rules' link; 'Click Reserve on your selected flights.' pointing to the 'Reserve' button; 'Customize your results.' pointing to the 'Individual Flights' link at the bottom right; and 'Display 10 results per page.' pointing to the 'Display' dropdown.

Reporting Information

Customized **Corporate Compliance Reporting Information** may appear at various times through the Trip Manager booking process. Complete requirements listed on the screen. A common example is:

Required Information

Please select the reason you declined the lowest fare.

(Select One)

Class of Service Exception

Accepted Negotiated Fare

Business Class Within Policy

Please do not press the back button during the reservations process.

Submit

Trip Itinerary Screen (If neither a car rental nor a hotel room is needed, proceed to Step nine.)

The Trip Itinerary screen displays after each trip segment is booked. It displays all flight or train, hotel and car reservations booked for the current trip. Flight and train segments cannot be booked in the same itinerary. Links provide access to more detailed information for the flights, cars and hotels booked, and allow changes to the itinerary. Any car or hotel listed on this page is reserved, but not prepaid.

Step Five – Rent a Car. Click [Cars](#) to reserve a rental car. Both At Airport and Off Airport options are available. Data is pre-populated if air has been booked, change as necessary.

Screen Six – Reserve a Room. Click [Hotels](#) to reach the Reserve a Room search screen. Data is pre-populated if air has been booked, change as necessary. Click the appropriate radio button to choose your preferred Hotel Search option; click [Search for Hotels](#).

The screenshot shows the 'Reserve a Room' interface in Trip Manager XE. The 'Hotels' tab is selected in the top navigation bar. The left sidebar contains 'Hotel search options' with three chain search options: 'All Hotel Chains', 'Contract Hotel Chains', and 'Specific Hotel Chains'. The 'Specific Hotel Chains' option is selected. The main area is titled 'Reserve a Room' and includes fields for 'Destination/Airport' (ATL), 'Check-In Date' (8/8/2005), and 'Check-Out Date' (8/10/2005). Below these are 'Search Options' with radio buttons for 'City Center', 'Airport', 'Specific City/Point of Interest', 'Zip/Postal Code', and 'Hotel Name'. The 'Specific City/Point of Interest' option is selected, and a list of locations is displayed on the right, including ALGONQUIN, ALVERNO COLLEGE, ANTIOCH, ARLINGTON HEIGHTS, BARAT COLLEGE, BARRINGTON, BARRINGTON HILLS, BARTLETT, BAYSIDE, BEACH PARK, BEAVER DAM, BELOIT, BELOIT COLLEGE, BELVIDERE, BROOKFIELD, BROWN DEER, BUFFALO GROVE, and BURLINGTON. A yellow box highlights this list with the text: 'Specific City/Point of Interest searches within the specified miles of the chosen suburb, city or point of interest.' At the bottom, there is a 'Zip/Postal Code' field and a 'Search for Hotels' button. A yellow box highlights the 'Search for Hotels' button with the text: 'Click [Search for Hotels](#).' Another yellow box highlights the 'Zip/Postal Code' field with the text: 'Zip/Postal Code searches within a zip code area. The first five or four digits of a zip code can be used.'

Step Seven – Hotel Search Results. Find the hotel and click [Rates](#) to check for room rates and availability. Corporate hotels are listed first, followed by hotels that meet requested hotel search options.

Modify Hotel Search Options.

▼ Modify Search

Destination/Airport: ATL

Check-In:

Check-Out:

[Change Location / Option](#)

[Clear](#) [Search](#)

▼ Preferences for This Trip

Display Distance in:

Chain Search Option:

▼ Trip Summary

Flight: 08/08/05 7:45 AM
Delta 1090
[MSP-ATL](#)

Car: 08/08/05 12:00 PM
National
[ATL](#)

Flight: 08/10/05 1:49 PM
Delta 4835
[ATL-MSP](#)

▼ View Itineraries

[ATL 08/08/2005](#)

[View all Itineraries...](#)

Hotel Search Results

Check-In: Monday, August 08 **Search Option:** Airport: ATL
Check-Out: Wednesday, August 10

USD 83.00

C

Crowne Plaza Perimeter Nw
 6345 Powers Ferry Road
 Atlanta Ga Us 30339

[Hotel Details](#) [Check Availability](#)

Negotiated Rates Available

[Map it](#)

☐ Map Marker: 1

USD 89.00

Doubletree Club Atlanta Airport
 3400 Norman Berry Drive
 Atlanta Ga 30344

[Hotel Details](#) [Check Availability](#)

Negotiated Rates Available

[Map it](#)

☐ Map Marker: 2

USD 85.00

Hilton Atlanta Airport
 1031 Virginia Avenue
 Atlanta Ga 30354

[Hotel Details](#) [Check Availability](#)

Negotiated Rates Available

[Map it](#)

☐ Map Marker: 3

USD 144.00 - 194.00

Res Inn Atlanta Airport
 3401 International Blvd
 Hapeville Ga 30354

[Hotel Details](#) [Hotel is available](#)

[Map it](#)

☐ Map Marker: 4

[Map Selected Hotels](#)

Previous | 1 | 2 | Next

To map up to 10 hotels, check boxes and click [Map Selected Hotels](#).

Click [Rates](#) to check for room rates and availability.

Availability squares:
 Green – Available
 Red – Not Available
 Yellow – Click [Rates](#) to check availability

Customize your results.

Step Eight – Hotel Rates Results. Click [Reserve](#) of the applicable room.


Hotel Rates Results

Check-In: Monday, August 08
Check-Out: Wednesday, August 10


Search Option:
Airport: ATL

Display Map

Doubletree Club Atlanta Airpor



[Hotel Details](#)



Doubletree/Guest Quarters
3400 Norman Berry Drive
Atlanta Ga 30344

Phone: 404 763 1600
Fax: 404 765 0200
Property ID: DT4718

USD 124.00	C		
THOR 1KG-DELUXE RM-NON SMOKING			
USD 124.00	C		
THOR 1KNG-ACCESS RM-NONSMOKING			
USD 124.00	C	View Rules	Reserve
THOR 2DBLS-DELUXE RM-NONSMOKING			
USD 124.00	C	View Rules	Reserve
THOR 2 DOUBLE BEDS DELUXE RM			

C Indicates a contracted discount.

[View Rules](#) provides room rate restrictions.

Click [Reserve](#) to book a room.

[Return to Hotel Search Results](#)

